

ADMINISTRATIVE  
INTERNAL USE ONLY

MEMORANDUM FOR : (Prospective Retiree's Personnel Officer)

SUBJECT : Retirement - (John Doe)

REFERENCE :

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1. This is to remind you that (John Doe's) retirement date is (month - year). Referenced regulation requires that supervisors discuss retirement plans with employees two years before the projected retirement date and shall review each case annually thereafter.

2. The services of the Retirement Branch are available to you if you need them. The Branch is located in Room 1G81, Headquarters Building, extension

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E. D. Echols  
Director of Personnel

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